



CITY OF HENDERSONVILLE, TENNESSEE

# Competitive Sealed Proposal Form

## PROJECT NAME:

HENDERSONVILLE FIRE DEPARTMENT STATION 3 HVAC UPGRADES  
CSP # 26-0007

## WHO WE ARE:

The City of Hendersonville is a medium sized city in Sumner County, 17 miles from downtown Nashville. The city's population is approximately 65,000 and growing daily. Hendersonville is bounded by Old Hickory Lake to the south and has over 20 miles of lakefront property. The Board of Mayor and Alderman guide the city priorities and city departments, including police, fire, public works, parks, administrative services, finance, building and codes, city court and planning.

## WHY ARE WE ISSUING THIS COMPETITIVE SEALED PROPOSAL (CSP):

The City of Hendersonville is issuing this CSP to address critical HVAC infrastructure needs at Fire Station #3. The current 4-ton and 3-ton units are undersized for the facility's requirements, resulting in poor climate control and ongoing maintenance concerns. Furthermore, the existing ductwork has reached the end of its service life, contributing to moisture issues that necessitate a complete extraction and replacement. This project is being initiated to improve operational reliability, occupant comfort, and energy efficiency through system upsizing, supplemental cooling, and modernized controls.

## WHAT THE CITY EXPECTS IN THE PROPOSAL:

The City expects a professional, comprehensive, and compliant proposal package. Specifically, proposals must provide an itemized project breakdown that addresses the upsized 5-ton and 4-ton split gas-AC systems, the 80% gas furnaces, new condensers, and case coils. The proposal must detail the methodology for the complete removal and replacement of the duct systems, specifically accounting for the challenges of working above the drop ceiling, which requires the provision of necessary scaffolding and ceiling disassembly and reassembly. Furthermore, the City requires technical inclusion of the 24,000 BTU and 18,000 BTU Mitsubishi WX supplemental systems, or approved equal, with clear documentation regarding electrical wire pulls from the main panel, new line sets, condenser pads, and the application of line hide to cover exterior wall penetrations. Proposals must include a total project cost for all fully executed work and an acknowledgment that all materials and labor are guaranteed to be performed in a workmanlike manner according to standard practice. Additionally, the following items are mandatory for all submissions:

- **Compliance & Licensure:** A valid TN Contractor License (CMC-A or CMC-C) displayed on the exterior of the sealed proposal envelope per T.C.A. § 62-6-119. If the proposal is submitted electronically, the contractor's license number, classification, and expiration date must be clearly displayed on the cover page of the proposal, consistent with the requirements outlined in the *Submitting Proposals* section.



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A signed Iran Divestment Act Certification (Attachment C) must also be submitted with the proposal in accordance with Tennessee Code Annotated, Title 12, Chapter 12.

- **Technical Approach:** A detailed narrative explaining the contractor's methodology for working above the drop ceiling, including scaffolding plans, and debris mitigation strategies.
- **Timeline & Schedule:** A written project schedule identifying the start date, duration of work, and a firm completion date.
- **Experience & Qualifications:** A summary of experience with municipal facilities in Middle Tennessee, including three (3) professional references. Any subcontractor used will also need to be identified in this section.
- **Cost Proposal Form:** A fully completed and signed Cost Proposal Form for the project.

## PROJECT SCOPE & DETAILS:

### 1. Equipment Replacement & Installation

- **Upsizing Units:** Remove existing 4-ton and 3-ton units; Furnish and install one (1) new 5-ton split gas-AC system and one (1) new 4-ton split gas-AC system. Each system shall include an 80% AFUE gas furnace, outdoor condenser, and high-efficiency evaporator coil.
- **Supplemental Systems:** Install one (1) 24,000 BTU and one (1) 18,000 BTU Mitsubishi WX-series supplemental ductless units or approved equal.
- **Electrical & Finishing:** Contractor is responsible for all necessary electrical wire pulls from the main panel, installation of condenser mounting pads, and the application of professional-grade "Line Hide" covers for all exterior wall penetrations.

### 2. Ductwork Extraction & Replacement

- **Total Removal:** Complete removal and legal disposal of all existing ductwork, including supply trunks, return plenums, branch lines, and diffusers.
- **New Duct Installation:** Fabrication and installation of new metal supply trunk lines (G90 galvanized steel), flexible duct supply leads, and new return air systems.
- **Custom Diffusers:** Supply and install all new, high-performance custom supply diffusers sized to match the upgraded system capacity.

### 3. Site Logistics & Restoration

- **Drop Ceiling Access:** The contractor shall perform all necessary disassembly and reassembly of the existing drop-ceiling grid to access the attic/plenum space.
- **Scaffolding:** Provision, assembly, and disassembly of all required scaffolding to facilitate safe work above the drop ceiling.



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- **Debris Management:** The contractor must remove all old HVAC equipment, failed ductwork, and installation debris from the fire station site daily.

#### 4. System Controls & Commissioning

- **Programmable Controls:** Installation of new, commercial-grade programmable thermostats for each system, featuring secure lockout capabilities to prevent unauthorized adjustment.
- **Air Balancing:** Professional Test and Balance (TAB) services must be performed by a certified technician. The contractor shall provide a formal TAB report verifying that the design CFM is achieved in every room.

#### REQUIRED DELIVERABLES FOR THIS PROJECT:

Upon selection and project commencement, the contractor is required to furnish specific documentation and physical evidence of project completion to ensure the City's standards for quality, safety, and operational readiness are met. These deliverables serve as the formal record of the project and are mandatory prerequisites for the release of final payment. The City requires proof that all technical specifications have been achieved, equipment is properly registered under the appropriate warranties, and the facility has been restored to a professional, operational state.

- **Technical Documentation (TAB Report):** The contractor must submit a formal Test and Balance (TAB) report prepared by a certified technician. This document is essential for confirming that the newly installed systems are delivering the design airflow (CFM) to all designated zones and that the static pressure is balanced across the duct network to prevent future moisture or comfort issues.
- **Operational Documentation:** The contractor shall provide all original manufacturer warranty certificates and equipment registration documents for the primary 5-ton and 4-ton split gas-AC systems, as well as the supplemental 24,000 BTU and 18,000 BTU Mitsubishi WX-series units or approved equal.
- **Closeout Documentation:** To conclude the project, the contractor must submit a final, itemized invoice that reflects all labor and materials. This must be accompanied by photographic or physical verification that all old equipment, failed ductwork, and installation debris have been removed from the site, as well as a signed final walkthrough and inspection report verified by a designated City representative.
- **Compliance Documentation:** Finally, the contractor must provide signed and notarized lien waivers from all subcontractors and material suppliers involved in the project. This ensures the City is protected from any potential financial claims or encumbrances against the property following the final disbursement of project funds.



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**EXPECTATIONS – PROJECT TIMELINE:**

Sign Contract	April 2, 2026
Notice to Proceed (NTP)	April 6, 2026
Closing and Certification	May 8, 2026

**SELECTION CRITERIA:**

The city will evaluate the proposals and choose the best proposal. The primary evaluation factors to be considered are ability to meet or exceed the requirements of the request and the total cost.

Determination of meeting or exceeding the requirements of the proposal will, among other factors, be based on experience, qualifications, familiarity with requested services, past performance, quality of proposal, and proposed timeline.

Evaluation Criteria	Percentage
Timeline & Schedule- Realistic project completion dates, labor force availability, and minimization of station operational downtime.	30%
Price & Value- Total project cost, clarity of itemized pricing, and long-term energy efficiency gains	30%
Technical Approach- Methodology for drop-ceiling access, scaffolding, ductwork extraction, and precision air balancing/commissioning.	20%
Experience & Qualifications- Past performance on similar municipal or emergency facility projects, and adherence to safety/compliance standards.	20%
<b>TOTAL</b>	<b>100%</b>

**TITLE VI COMPLIANCE**

It is the policy of the City of Hendersonville to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to the end that no person shall be excluded from participation in or denied benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation, or otherwise, on the grounds of race, color, sex, or national origin.

Upon receipt, all submittal information shall become property of the City of Hendersonville and public record, without compensation to the responding firms, for disposition or usage by the City of Hendersonville at its discretion.



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## CSP TIMELINE\*:

CSP posting	March 9, 2026
All questions must be received by	March 16, 2026 no later than 3:00 p.m.
Addendum posted (if needed)	March 17, 2026
Proposals due	March 23, 2026 no later than 4:00 p.m.
CSP ranking period	March 25, 2026 – March 27, 2026
Proposal Selection	March 30, 2026
*Timeline is subject to change at the city's discretion	

## INSURANCE REQUIREMENTS:

The city will immediately evaluate and select a potential candidate, based on the best proposal. All bidders submitting proposals must be willing and capable to immediately enter into a contract with the city and perform services identified in proposal. The following insurance limits establish the minimum requirements:

**Worker's Compensation:** \$1,000,000

### **Employer's Liability:**

Each accident: \$1,000,000

Disease, policy limit \$1,000,000

Disease, each employee: \$1,000,000

### **General Liability:**

Each occurrence: \$1,000,000

Aggregate: \$2,000,000

**Automobile Liability:** \$1,000,000

### **Professional Liability:** *(For professional services only, e.g., engineering, and financial services)*

Each claim: \$1,000,000

Aggregate: \$2,000,000



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## SUBMITTING PROPOSALS:

To be considered, firms must submit a proposal by mail or by email, however the cost proposal section(s) must be sent by mail only.

<u>EMAIL:</u>
<a href="mailto:procurement@hvilletn.org">procurement@hvilletn.org</a> - Do not include any cost information in the email submission
<u>MAILED OR DELIVERED TO:</u>
City of Hendersonville Finance Department 101 Maple Drive North Hendersonville, TN 37075

Proposals must be submitted under one cover and shall be submitted on no more than 20- 8 ½" x 11" single sided pages (including the cover page, and the table of contents). To ensure a fair evaluation of qualifications, the following items shall be included in the submission but will not count toward the 20-page limit: the cost proposal form, Iran certification, references, resumes, and copies of licenses. A minimum of three (3) hard copies must be submitted, if submitted by mail or in person. **All proposals must be received by the City of Hendersonville no later than 4:00 p.m. (CST) on March 23, 2026.** The project name, "HENDERSONVILLE FIRE DEPARTMENT STATION 3 HVAC UPGRADES, CSP #26-0007", must be clearly identified on the submittal envelope or in the email subject line. For electronic proposal submissions, the first page of the proposal PDF shall serve in lieu of the sealed proposal envelope and must clearly display the contractor's Tennessee license number, license classification, and expiration date in accordance with T.C.A. § 62-6-119. License information for applicable subcontractors, where required by law (Electrical, Plumbing, HVAC, and/or Masonry), must also be included.

The first page shall also receipt of any addenda issued by the City. Proposals received after the stated deadline will not be considered. Failure to include the required contractor license information may result in the proposal being deemed nonresponsive.

For additional details regarding this project, please contact Todd Baun at (615) 590-4634 or by email at [tbaun@hvilletn.org](mailto:tbaun@hvilletn.org). The Competitive Sealed Proposals can be obtained on the city's website: <https://www.hvilletn.org/Bids.aspx>

All questions related to this CSP Form must be received electronically, at [tbaun@hvilletn.org](mailto:tbaun@hvilletn.org), no later than 3:00 p.m. on March 16, 2026. All questions received after said date will not be considered. If questions are received, the City will post an addendum on the City's website on March 17, 2026.



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ATTACHMENTS:

Attachment A – Cost Proposal Form

Attachment B – Proposer Certification & Submission Requirements

Attachment C – Iran Divestment Certification



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ATTACHMENT A

<b>Cost Proposal Form</b>		
<b>Item</b>	<b>Description of Work</b>	<b>Lump Sum Bid</b>
1.0	<b>System Upsizing:</b> Remove existing 4-ton/3-ton units; install 5-ton & 4-ton split gas-AC systems (80% furnaces, condensers, coils).	\$
2.0	<b>Ductwork Replacement:</b> Full removal/disposal of old ducting; install new metal trunks, flex leads, returns, and custom diffusers.	\$
3.0	<b>Supplemental Units:</b> Installation of 24,000 BTU & 18,000 BTU Mitsubishi WX or approved equal, systems (electrical, line sets, pads, line-hide).	\$
4.0	<b>Controls &amp; Balancing:</b> Install commercial programmable thermostats (lockout feature) and provide professional Test & Balance (TAB) services.	\$
5.0	<b>Logistics:</b> Scaffolding, drop-ceiling disassembly/reassembly, and daily debris removal.	\$
<b>TOTAL</b>	<b>GRAND TOTAL FOR ENTIRE PROJECT (FULLY EXECUTED)</b>	\$



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ATTACHMENT B

PROPOSER CERTIFICATION & SUBMISSION REQUIREMENTS

*By signing below, the Contractor certifies they have included the following as required by the CSP:*

- **Attachment A – Cost Proposal Form:** A fully completed and signed Cost Proposal Form for the project.
- **Attachment B – Proposer Certification & Submission Requirements**
- **Attachment C – Iran Divestment Act:** (Attached) Signed certification form.
- **Proposed Schedule:** (Attached) Calendar days to completion and start/end dates.
- **Technical Approach:** (Attached) Narrative on scaffolding/ceiling access and debris mitigation.
- **Qualifications:** (Attached) Three (3) municipal/commercial project references.

Contractor Name: \_\_\_\_\_

TN License #: \_\_\_\_\_ Class: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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ATTACHMENT C

IRAN DIVESTMENT ACT CERTIFICATION

By submission of a bid or proposal to the City of Hendersonville, the Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that neither they, nor any assignee of the resulting contract, is on the list created pursuant to T.C.A. § 12-12-106. The Bidder further certifies that it shall not utilize any subcontractor identified on the list created pursuant to T.C.A. § 12-12-106. This list is generated to identify entities ineligible to contract with the State of Tennessee or any political subdivision of the State pursuant to the Iran Divestment Act, T.C.A. §§ 12-12-101 – 113, and the current list may be found at the Tennessee Department of General Services, Central Procurement Office, website under the Public Information Library webpage at the following link:

<https://www.tn.gov/generalservices/procurement/central-procurement-office-cpo/library-/public-information-library.html>

This certification shall not be necessary and shall not apply to contracts valued at one thousand dollars (\$1,000.00) or less.

CERTIFICATION

The Bidder certifies that, to the best of its knowledge and belief, it is not on the Iran Divestment Act list as described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm/Company